

### Jefferson County Position Description

<b>Name:</b>		<b>Department:</b>	Clerk of Court		
<b>Position Title:</b>	Child Custody Evaluator	<b>Pay Grade:</b>	8	<b>FLSA:</b>	Exempt
<b>Date:</b>	February 2015	<b>Reports To:</b>	Clerk of Courts		

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#### Purpose of Position

The purpose of this position is to conduct custody and placement evaluations resulting in written recommendations to the Court which meet the evidentiary criteria under Wisconsin Statutes section 907.02.

#### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Conducts extensive child custody and placement evaluations of families as required by Wisconsin Statutes 767.405 (14) and consistent with court orders and departmental protocols governing such studies.
- Develops and implements strategies and protocols to conduct the investigation ensuring statutory factors to be considered by the Court, including securing facts, determining needs for records and exercising judgment regarding circumstances of each case to determine avenues of further scrutiny to substantiate or refute claims.
- Conducts investigative interviews with parents, children and collateral contacts to identify the needs of the children, the capacities of the parents to meet those needs and areas of concern.
- Consults with other professionals such as counselors, law enforcement, employers, teachers, school officials, Guardians ad Litem and others that may assist in addressing factors under Wisconsin Statutes section 767.41.
- Conducts home visits as necessary to assess family dynamics, interactions, safety concerns and appropriateness of living arrangements.
- Analyzes all interview responses and records received, determining the need for further follow-up or additional information-gathering to ensure accurate facts established.
- Evaluates the need for professional examinations such as psychological examinations, AODA assessments, Domestic violence or anger management assessments.
- Writes concise analytical and evaluative reports of the recommendations and supporting facts pertaining to the custody and physical placement that serves the best interests of the child(ren), as defined by statute.
- Provides expert testimony at court hearings, trials and depositions.
- Complies with mandated reporter requirements regarding suspected child abuse and/or neglect.
- Maintains dependable attendance.

- Complies with County HIPAA Policies and Procedures, if applicable.
- Performs all other duties as assigned or as may develop.

### **Minimum Training and Experience Required to Perform Essential Job Functions**

Master's degree in Social Work or related field involving child development and family relationships and at least 3-years professional clinical practice in family and child therapy or child custody forensic experience, or a combination of such experience. Experience in investigating and preparing evaluative child custody reports (i.e. child welfare reports, pre-dispositional reports, pre-adoptive screening reports, psychological evaluations) is required. Must be familiar with psychological and psychiatric diagnostic categories and family court processes. Excellent analytical, verbal and written communication skills necessary for success in position.

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date